

Information, Advice and Guidance Policy

This is a core policy that forms part of the induction for all staff, volunteers and Trustees. It is a requirement that all members have access to this policy and sign to say they have read and understood its contents.

Owner:	Circomedia
Author:	Academic Team
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This policy will be reviewed and ratified at least annually and/or following any updates to national and local guidance.

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Policy Statement

CIRCOMEDIA will ensure that it maximises the benefits to students of its first class offer of circus-based education. It will provide potential, current and former students with information, advice and guidance to support them in their choices to study at Circomedia or to seek other providers, and in their choices for further study or for employment. Information, Advice and Guidance will be available prior to enrolment and at all stages during their studies.

Aim

To enable all students to make well-informed and realistic choices about development and education needs, which will help them select the right progression pathways in education and career progression.

The main objectives are:

- To respond to the individual needs of the student
- To empower students to plan and manage their own futures
- To provide good quality, impartial and unbiased IAG
- To ensure IAG promotes equality, diversity and inclusion
- To continuously improve the quality of our IAG

Scope

This policy outlines the strategy for delivering Information, Advice and Guidance to potential and current students, and to recent graduates.

All should expect that IAG at Circomedia will be:

- Available, accessible and visible
- Inclusive and culturally sensitive
- Impartial
- Confidential (with the exception being in cases of safeguarding disclosures where confidentiality cannot be maintained for legal reasons)
- Professional and knowledgeable
- Friendly and welcoming
- Understandable, using plain English
- Accurate, current and relevant

Responsibilities

This policy is owned by the Head of Undergraduate Studies and the BTEC Course Leader and is to be reviewed every year.

Key responsibility lies with the course leaders, those delivering student support and those leading on modules that focus on professional context and practice.

Circomedia prides itself on having staff that are performers and producers in their own right and acknowledges that all staff may have ad hoc contributions and informal advice to contribute.

Strategy

All enquiries prior to enrolment will be responded to in a timely fashion, giving objective information about Circomedia courses and gathering appropriate information from applicants to inform advice that may be given about study at Circomedia or other organisations.

Interview processes will ensure that applicants fully understand the nature and content of Circomedia courses and will recommend alternatives where it is considered that these are a better option for the candidate.

At all stages of their education, students will receive honest feedback on their progress, and be helped to make decisions about their future education or employment.

After graduation, alumni may be given IAG within the Artist Development Plan.

Evaluation

Student feedback will be gathered through informal discussion, or more formal questionnaires and focus groups.

BTEC IAG will be subject to City of Bristol College Quality Assurance procedures and observations.

Improved tracking of students after they have left Circomedia will be implemented and regularly reviewed to identify trends and progression routes.

Benefits of effective Information Advice and Guidance

- Improved student experience
- Increased retention, achievement and success rates
- Increased positive outcomes for alumni.
- Support for other planning, monitoring and quality improvement processes.